



# APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 12/16/81	1. Agency Address Georgia Ports Authority Trade Development Division Post Office Box 2406 Savannah, Georgia 31402	Application Number <b>82-46</b>	
Application Number 92		Date Received FEB 1 1982	Date Completed FEB 15 1982
2. Person to Contact Bill Jakubsen		Working Title Project Manager-Rivers & Harbors	Telephone Number 912-964-3891
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest: 1979      Latest: To Date		5. Records Series Title (followed by title used in office; if different) Management of Bulk Cargo Sales & Inland Port Development Files	
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created? Under administrative supervision, promotes the utilization of the rivers and harbors of the State of Georgia with particular emphasis on G.P.A. river terminals. Examples of duties include analyzation of trade publications, newspapers, business periodicals, develops sales strategy, maintains contacts within transportation industries to permit early identification of changes, trends and competition, calls on current and potential customers, analyzes volumes, commodities, facilities and transportation requirements to determine their needs, maintains follow-up system, arranges social functions for customers and prospects, keeps management informed of activity by submission of regular reports.			
7. Record Series Description Documents relating to:  Included are:  File is arranged:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Sales and Port Development.  Correspondence related to sales.  Alphabetically	
8. Monthly Reference Rate      How often are records referred to which are: One to six months old <u>0</u> ; Seven to twelve months old <u>0</u> ; Thirteen to twenty-four months old <u>annually</u> ; twenty-five months and older <u>annually</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>2</u> ; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value? Long term research for marketing purposes.
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? Not applicable.
X		f. Is the information contained in this series ever published? If yes, attach copy. AnchorAge Magazine
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Director of Trade Development Office
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.   |
| b. Statute of limitation | _____ years. | e. Administrative need            | 5 _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.   |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Administrative need is for marketing studies in consideration of past business and future needs.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☒ Transfer to local holding area, hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>		<i>Carol Haseley</i>	12-16-81
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>[Signature]</i>	2-10-82
State Auditor/Designee		<i>Canell Hart</i>	2-8-82
Secretary of State/Designee		<i>[Signature]</i>	2-11-82
Attorney General/Designee			